



USAID | JORDAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72027823R10005

ISSUANCE DATE: January 12, 2023

CLOSING DATE/TIME: January 26, 2023
11:59 p.m. Amman local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contact (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Cynthia Rogers

Digitally signed by Cynthia
Rogers
Date: 2023.01.09 16:12:35 +03'00'

Cynthia B. Rogers
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027823R10005
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** January 12, 2023
- 4. CLOSING DATE/TIME:** January 26, 2023, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Administrative Assistant
USAID/Jordan Water Resources and Environment Office
- 6. PERIOD OF PERFORMANCE:** The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years. Employment under this contract is of a continuing nature. The duration of the contract is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.
- 7. MARKET VALUE (SALARY PER ANNUM):** **JOD 12,244 – JOD 20,213** Equivalent to **Grade FSN-07**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES:

USAID/Jordan has an immediate vacancy for an Administrative Assistant position at the Water Resources and Environment (WRE) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The Administrative Assistant serves as the principal administrative support person for the Office Staff and reports to the Office Director directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy,

USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner.

Major Duties and Responsibilities:

Administrative Management:

A. The Administrative Assistant sends and receives e-mail, sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host-Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; and arranges transportation as needed. The Administrative Assistant schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments.

The Administrative Assistant prepares visitor access requests, receives, and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, Deputy Office Director, and other staff if necessary, and participates in arranging for conference/meeting room space as required by the size of the group and maintaining conference/meeting room schedules, in coordination with other Mission administrative staff.

B. The Administrative Assistant maintains control of correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, establishing, and maintaining computerized tracking systems to track Office actions, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and/or procedures.

C. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO) and by USAID/Washington. Prepares and submits Annual Disposition Plan marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere for the supervisor's signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules.

D. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reviews time and attendance; assists incoming personnel with check-in procedures and departing personnel with check-out procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. As required by workload, the Administrative Assistant may be assigned to the Front Office, or assigned to support other office Administrative Assistants, during the absence of the job holder.

Supervisory Relationship

Supervised by the WRE Office Director and/or his or her designee

Supervisory Controls

Supervision of other staff is not contemplated.

Other significant Factors

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a current employee of the mission and must submit a complete application as outlined in the section titled APPLYING. The applicant must have a valid medical and security clearances.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- a. **Education:** Completion of Secondary Schooling, and two or more years of post-secondary schooling or community college diploma is required. Supporting documentation (i.e., a copy of College Certificate, University Degree, or a certified document from the college/university that candidate has completed two years of study must be included in the application for eligibility purposes).
- b. **Prior Work Experience:** A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) is required
- d. **Skills and abilities:** the Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Google Suite, Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail. The Administrative Assistant must have demonstrated office management abilities, work within a team, multi-task, perform under pressure, and produce accurate documents. Must have demonstrated organization, proof-reading, and basic translation and interpretation skills.

A detail-orientation to the performance of work and strong organizational skills are required. The ability to organize work to achieve deadlines is required. The ability to establish and maintain contacts with counterparts in relevant organizations is required over time. The ability to communicate clearly and effectively, both orally and in writing, is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience 30%
- b. Language Proficiency 10%
- c. Skills and abilities 60%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae. *
- b. Copy of the Jordanian National ID and/or Jordanian Passport. *
- c. Copies of educational certification for eligibility purposes (English or Arabic). *
- d. Per Government of Jordan - Defense Order number 35, COVID-19 Vaccination Proof. *
- e. Filled and signed Universal Application for Employment (DS-0174).

***Failure to submit items a through d will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation, or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

VII. TAXES

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>

2. **Contract Cover Page** form AID 309-1 available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov